



Procurement: Who, What, When, How, and Why?

Presented by: Karen Roberson
Areatha Clark

Contents of Presentation

- Who?
- Procurement Policy
- Additional WIA Requirements
- Procurement Methods
- What is a RFP?
- RFP Process
- Interactive RFP

WHO

- State and Other Governmental Grantees (i.e., State and Local Government, Indian tribe grantees)
- Nongovernmental Grantees and Subgrantees (i.e., Institutions of Higher Education, Hospitals, Nonprofits, Commercial Organizations)

State Entities

- 29 CFR 97.36
What should be in the procurement policy?
 1. System that tracks performance
 2. Standards for conduct
 3. Review process
 4. Promotes intergovernmental agreements
 5. Award criteria
 6. Documentation of steps through the award process
 7. Settlement process
 8. Protest procedures

Non-Governmental Entities

- 29 CFR 95

What should be in the procurement policy?

1. Standards for conduct
2. Maintain “full and open competition”
3. Written procedures
4. Solicitations must provide
5. Resolution of issues
6. Encourage small businesses, minority-owned firms, and women’s businesses

WIA Requirements

- The local workforce investment plan must contain a description of the competitive process used to award grants under WIA.
- Procurement requirements for youth services. Activities and services for youth must be competitively procured.
 - *Section 123 of the Act*
 - *TEGL 9-00 (Training and Employment Guidance Letter)*
 - *TEGL 12-01*
 - *WIA Youth Program RFP Guide*
(www.doleta.gov/youthservices/techassistance.asp)

State Entities

Procurement Methods

- Four Procurement Methods
 1. Small Purchase – procure goods and supplies; federal/local threshold
 2. Sealed Bids – Invitation for Bid (IFB) publicly advertised; results in fixed price contract
 3. Competitive Proposals – Request for Proposal (RFP) publicized; results in fixed price or cost reimbursement contract;
 4. Non-Competitive Proposals – sole source; a cost analysis is required;

Non-Governmental Entities Procurement Methods

- Four Procurement Methods
 1. Small Purchase – threshold is \$100,000
 2. Sealed Bids
 3. Competitive Bids
 4. Non-Competitive Bids
 - **Subject to review by the awarding agency

What is a RFP?

- Application and/or a document.
- Issued when an agency is seeking goods or services.
- Publicized with specifications for proposed goods/services and identify evaluation factors and their relative importance.

What is a RFP?

- Solicited from an adequate number of qualified sources.
- Method for conducting technical evaluations of proposals and selection of awardees.

RFP Process

- Need for a service/product.
- WIA Staff creates an RFP for potential grantees to respond to.
- A Bidder's List is established for those interested in applying.
- The release of the RFP is approved by the WIB.
- Advertised in local papers.

RFP Process

- Bidder's Conference
- Deadline for submittal
- Proposals are opened together by WIA Staff and an outside party .
- Reviewed for mandatory copies and forms. Signed off by reviewer.
- Reviewed by WIA Staff and a Proposal Summary is written for Rating and Ranking Committee Members.

RFP Process

- Once all are reviewed, copies of every proposal are delivered to members of the R & R Committee.
- R & R Committee members review proposals and score each.
- R & R Committee meets and reveals scores for each proposal.
- WIA Staff combine all scores for each proposal for an average score.

RFP Process

- Average score must be at least a 75 in order for the proposal to be considered for funding.
- Once all the scoring is complete, the R & R Committee are informed of what proposals scored a 75 and which county is represented.
- Awards are based on fair share allocation for each county.

RFP Process

- R & R Committee brings forth their recommendation for funding at the next WIB meeting.

Interactive RFP

Questions and Answers

kroberson@slcog.org

aclark@slcog.org

(803) 775-7381